

C O P Y**SECRET**

16 June 1955

MEMORANDUM FOR: SSA-DD/S and ADD/S 25X1

SUBJECT : Administrative Plans [REDACTED]

REFERENCE : (a) PAPS memorandum, above subject, 7 March 1955
(b) Memorandum, above subject, from [REDACTED] to Chief, PAPS, 27 April 1955 25X1
(c) Memorandum, above subject, from SSA/DDS to Chief, PAPS, 23 May 1955

1. In accordance with the above-referenced memorandum, we propose to provide the information set forth below for the guidance of components frequently concerned with the development of Administrative Plans.

2. A special procedure has been developed, at the direction of the DD/S, for the expeditious preparation of simplified Administrative Plans

[REDACTED]

25X1

3. Projects which [REDACTED] fitting the above description, and where, because of operational urgency, it is infeasible to comply with normal Administrative Plan procedures, may secure appropriate administrative authorization in the following manner. Upon the request of the Division concerned, the draft of a text for a cable or dispatch will be prepared by the Project Administrative Planning Staff which will set forth the essential elements of administrative financial control for the protection of the Government's interest. This draft will be coordinated by PAPS with appropriate DD/P and DD/S elements as required (this action will be taken in lieu of an Administrative Plan meeting which would otherwise be required.) This draft will thereupon be returned to the Division for appropriate preparation in final form and for authentication and internal Division coordination, as well as final coordination with PAPS, and the procurement of the releasing signature as appropriate. (Appropriate concurrences which PAPS believes should be included in the coordination of the outgoing message should be forwarded to the Division along with the draft.) In all cases the SSA-DD/S, approving for the DD/P, and the ADD/S, authorizing for the DD/S will be carried as coordinating offices. The message will include a statement indicating that it serves as the authorized Administrative Plan for the project.

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4. For each project handled in this manner, a copy of that portion of the message constituting the Administrative Plan will be furnished by PAPS to the General Counsel, Office of the Comptroller, the Audit Staff, and the Finance Division.

5. If the above accords with your understanding of the manner in which this type of activity is to be provided with appropriate administrative procedures, kindly so indicate in the space provided, and return this memorandum to the undersigned, retaining the duplicate copies for your respective files.

25X1

[redacted] Chief
Project Administrative Planning Staff, DD/S

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(s) [redacted] 16 June 1955
Concur: SSA-DD/S (Acting)

H. Gates Lloyd 17 June 1955
Concur: ADD/S

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UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	25X11A		INITIALS
1			DATE
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p>Remarks:</p> <p>1 - I don't think that the attached received distribution other than to DD/S and OOC however I'm not sure of that. This is the first time I've seen it, and F.D. did not receive it.</p> <p>2 - I would recommend strongly that we do not distribute this generally in that our present approach</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			9/12/56
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FORM NO. 237
1 APR 55Replaces Form 30-4
which may be used.(40)
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